

MINUTES OF THE  
CIVIL SERVICE COMMISSION MEETING  
Public Works Conference Room  
Monday, September 14, 2015

Attendance: Scott Orille, Chairman  
Timothy Maloney, Secretary

Valerie Rosmarin, Clerk

Absent: Jeffrey Coughlin, Vice Chairman

Also in attendance: Mayor Zilka, Recreation Director Gerrone

The meeting commenced at 6:06 p.m.

1. Approval of Minutes

Chairman Orille made a motion to approve the minutes from May 21, 2015, May 27, 2015, June 18, 2015, and July 9, 2015 published. The motion was seconded by Secretary Maloney. **Vote:** 2-0.

2. Assistant Fire Chief - Fire Department

The Clerk prepared the eligibility list for Assistant Fire Chief based on the results from the written exam, assessment center, and seniority points. Captain Moore and Captain Rogers will be promoted to this position effective September 15, 2015.

**Motion:** Chairman Orille made a motion to certify the eligibility list for Assistant Fire Chief. The motion was seconded by Secretary Maloney. **Vote:** 2-0.

Mayor Zilka provided the Civil Service Commission with information on each candidate which will be presented at the swearing in ceremony.

**Action:** The Civil Service Commission endorsed the Certificate of Appointment. A copy will be forwarded to Jeffrey Moore and John Rogers.

**Motion:** Chairman Orille made a motion to certify the appointment of Jeffrey Moore and John Rogers to the position of Assistant Fire Chief in the Fire Department. The motion was seconded by Secretary Maloney. **Vote:** 2-0.

3. Engineering Technical Aide I – Public Works Department

The Clerk reported that there were six candidates who participated in the written exam conducted August 29, 2015. Only one candidate passed the exam. Everyone was notified of their results and provided an opportunity to review their exam. One candidate reviewed his exam. He did not file any protest.

**Motion:** Chairman Orille made a motion to certify the eligibility list for Engineering Technical Aide I for one year. The motion was seconded by Secretary Maloney. **Vote:** 2-0.

**Action:** The Clerk will forward the application of the one candidate on the eligibility list to Public Works Director Reitz.

4. Recreation Programmer – Recreation Department

The Clerk reported that 18 candidates participated in the written exam conducted August 29, 2015. Pat Ramsey administered the exam and forwarded the results to the Civil Service Commission. The Clerk informed the candidates of their results. One candidate reviewed his exam and submitted protests. The protests were forwarded to Pat Ramsey. She will provide the Civil Service Commission with her ruling.

**Motion:** Chairman Orille made a motion to certify the eligibility list for Recreation Programmer for one year subject to further review of the objections. The motion was seconded by Secretary Maloney. **Vote:** 2-0.

**Motion:** Chairman Orille made a motion to authorize the Clerk to forward the applications of the top five candidates on the eligibility list to Recreation Director Gerrone. The motion was seconded by Secretary Maloney. **Vote:** 2-0.

Meeting was adjourned at 6:33 p.m.

Respectfully submitted,

Valerie Rosmarin, Clerk

